



CITY OF ANNAPOLIS
Department of Neighborhood & Environmental Programs
145 Gorman Street, 3rd Floor, Annapolis, MD 21401
(PHONE) 410-263-7946 (FAX) 410-263-9158 HOURS 8:30 AM TO 4:00 PM
www.annapolis.gov

**PLAN REQUIREMENTS FOR
NON-RESIDENTIAL BUILDING PERMIT - (NOT ONE AND TWO FAMILY DWELLINGS)**

**SIX (6) COPIES OF THE FOLLOWING MUST BE SUBMITTED ALONG WITH THIS CHECKSHEET
OR THE APPLICATION WILL NOT BE PROCESSED.**

**ALL PLANS MUST BE SIGNED, SEALED, AND DATED ON EACH SHEET BY AN
ARCHITECT AND/OR ENGINEER CURRENTLY REGISTERED WITH STATE OF MARYLAND**

SITE ADDRESS OF PROPOSED WORK: _____

REQUIRED SUBMITTAL - (CONFIRM 6 COPIES OF EACH BELOW)	ATTACHED (Please Initial)	NOT APPLICABLE (Please Initial)
(1) SITE PLAN (if grading permit is submitted, eight copies of plans are required.)		
(2) FLOOR PLANS (include seating if applicable)		
(3) ELEVATION VIEWS		
(4) WALL SECTION		
(5) FOUNDATION PLAN		
(6) FOOTING PLAN		
(7) FRAMING PLAN		
(8) DOOR AND WINDOW SCHEDULE		
(9) ELECTRICAL PLAN		
(10) PLUMBING PLAN		
(11) MECHANICAL PLAN		
(12) BUILDING PERMIT APPLICATION		
(13) USE PERMIT APPLICATION FORM		
(14) HOOD & DUCT PERMIT APPLICATION (for restaurants)		
(15) GREEN BUILDING WORKSHEET (if applicable)		

DOES THIS WORK REQUIRE WATER AND/OR SEWER CONNECTION OR UPGRADE?	___ YES ___ NO
IS THIS A NEW OR EXISTING BUSINESS?	___ YES ___ NO
IS THIS A CHANGE OF USE?	___ YES ___ NO
IS THIS A BUSINESS OR SEATING EXPANSION?	___ YES ___ NO (IF YES, PROPOSED # OF SEATS ___)

PLEASE NOTE THAT, PER CITY CODE SECTION 17.28.090, ANY EXPANSION OR CHANGE IN USE MAY BE SUBJECT TO CAPITAL FACILITY ASSESSMENT CHARGES. IF THE ANSWER TO ANY OF THE ABOVE QUESTIONS IS "YES", A CAPITAL FACILITY AND/OR CONNECTION CHARGE MAY APPLY, AND A SIGNED CAPITAL FACILITIES ASSESSMENT APPLICATION IS REQUIRED. IF APPLICABLE, THE MINIMUM CAPITAL FACILITY CHARGE IS \$6500.

I declare under penalty of perjury, under the laws of the City of Annapolis, that all statements contained in this application and any accompanying documents are true and correct, and to the best of my knowledge, the above plans/forms are either attached or are not required as noted.

Applicant

Date

ALL PLANS MUST BE IN COMPLIANCE WITH THE FOLLOWING CODES:

IBC INTERNATIONAL BUILDING CODE 2012 (as amended by City of Annapolis);
NATIONAL ELECTRICAL CODE 2008 (as amended by City of Annapolis);
INTERNATIONAL MECHANICAL CODE 2012 (as amended by City of Annapolis);
NATIONAL STANDARD PLUMBING CODE 2009 (as amended by City of Annapolis)
INTERNATIONAL ENERGY CODE 2012
MARYLAND ACCESSIBILITY CODE;
AMERICANS WITH DISABILITIES ACT P.L. 101-336;
NFPA LIFE SAFETY CODE 2009 EDITION

(1) **SITE PLAN** - Locate proposed building on your site plan showing setback dimensions to the property lines to satisfy zoning requirements. Site plans must be to engineers scale (1"=20'; 1"=30'; 1"=40'). Provide relation to existing structures on site. Show abutting rights-of-ways, parking layout, handicapped parking and ramps, entrances to site, curbs, water and sewer lines, fire hydrants, location of fire department connection(s), fire lanes, and associated landscape details. Show parking/loading space computations for proposed uses and lot coverage calculations per zoning classification. Show vicinity sketch or scaled distance from property to nearest intersection(s) for zoning confirmation. Proposed buildings cannot be installed over any underground utilities.

(2) **FLOOR PLAN** - Show overall dimensions of rooms. Show live and dead loads. Label rooms, locate windows, doors, plumbing fixtures, etc., at each level. Provide U.L. or equivalent fire resistance design number for all fire rated walls and floor/ceiling assemblies. City of Annapolis requires a one-hour rated assembly for tenant separation in all construction. When more than one exit is required, remoteness of location must meet IBC 2012. For restaurants and eating establishments, submit seating plan, including location of all seating and total number of seating on the plan.

NOTE: Expansion of seating may require a public hearing before the Planning Commission and the Board of Appeals. Please contact the Planning and Zoning Department to see if such hearings will be required.

- (3) **ELEVATIONS** - Show outside view from all four sides of what the building will look like when completed.
- (4) **WALL SECTION** - Show detail and types of material to be used such as concrete footings, concrete slabs, studs, sheathing, floor joists, aluminum siding, roof trusses, insulation, R values, etc.
- (5) **FOUNDATION PLANS** - Provide size and spans of framing members, joists, rafters, studs, etc.
- (6) **FOOTINGS** - Provide size and depth of footings and foundations.
- (7) **FRAMING PLAN** - Show detailed layout, including size and spans, of all rafters, ceiling joists, floor joists, posts, studs, headers, beams, etc., as necessary for the structural support of the building.
- (8) **DOOR AND WINDOW SCHEDULE** - Where applicable, show size, type, and net clear operable area. **NOTE: No openings are allowed in wall that is three feet or less from a property line.**
- (9) **ELECTRICAL PLAN** - Include exit and emergency lighting.
- (10) **PLUMBING PLAN** - Include water and sewer riser diagrams. If food handling, show grease trap capacity and its location outside of building.
- (11) **MECHANICAL PLAN** - Provide mechanical plans showing duct work size and layout and fire dampers if ducts penetrate fire rated walls and assemblies.
- (12) **BUILDING PERMIT** - Submit building permit application with required attachments Monday through Friday, 8:30 a.m. to 4:00p.m.
- (13) **USE PERMIT** - Submit Use Permit Application and applicable fees for each new tenant.
- (14) **HOOD & DUCT PERMIT APPLICATION (FOR PROPOSED RESTAURANTS)** - a hood and duct system must be installed for proposed restaurants moving into a space without a current system. An existing hood and duct system may or may not need to be replaced depending on cooking equipment to be used.
- (15) **GREEN BUILDING WORKSHEET** - If proposed work affects 7,000 square feet or more of the conditioned space, this worksheet is
- (16) **SPRINKLER PERMIT APPLICATION** - If installation of sprinkler system is proposed. Building permit may be issued prior to submittal of Sprinkler Permit Application.



City of Annapolis

Department of Neighborhood & Environmental Programs

145 Gorman Street, 3rd Floor

Annapolis, MD 21401-2517

CAPITAL FACILITIES ASSESSMENT APPLICATION

PROJECT ADDRESS:

LOT # PROPERTY TAX I.D. #

OWNER: DAYTIME PHONE:

BILLING ADDRESS:

EMAIL ADDRESS:

RESIDENTIAL ☐ COMMERCIAL ☐ OTHER ☐ WATER METER-SIZE

SQUARE FOOTAGE OF BUILDING

DOES THIS WORK REQUIRE WATER AND/OR SEWER CONNECTION OR UPGRADE? ☐ YES ☐ NO

IS THIS A NEW OR EXISTING BUSINESS? ☐ YES ☐ NO

IS THIS A CHANGE OF USE? ☐ YES ☐ NO

IS THIS A BUSINESS OR SEATING EXPANSION? ☐ YES ☐ NO

(IF YES, PROPOSED # OF SEATS _____)

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PLEASE CHOOSE WHICH OF THE FOLLOWING BEST DESCRIBES THE TYPE OF ESTABLISHMENT PROPOSED:

- | | |
|---|---|
| <input type="checkbox"/> OFFICE BUILDING | <input type="checkbox"/> BANK |
| <input type="checkbox"/> MEDICAL OFFICE BUILDING | <input type="checkbox"/> SERVICE STATION |
| <input type="checkbox"/> WAREHOUSE | <input type="checkbox"/> LAUNDRY/CLEANERS |
| <input type="checkbox"/> RETAIL STORE | <input type="checkbox"/> LAUNDROMAT |
| <input type="checkbox"/> SUPERMARKET | <input type="checkbox"/> CAR WASH WITHOUT RECIRCULATION EQUIPMENT |
| <input type="checkbox"/> DRUG STORE | <input type="checkbox"/> HOTEL |
| <input type="checkbox"/> BEAUTY SALON | <input type="checkbox"/> MOTEL |
| <input type="checkbox"/> BARBER SHOP | <input type="checkbox"/> AUTO DEALERSHIP |
| <input type="checkbox"/> DEPARTMENT STORE WITH LUNCH COUNTER | <input type="checkbox"/> SHOPPING CENTER |
| <input type="checkbox"/> DEPARTMENT STORE WITHOUT LUNCH COUNTER | <input type="checkbox"/> CHURCH (SMALL) |
| <input type="checkbox"/> SCHOOL (TOILETS & LAVATORIES ONLY) | <input type="checkbox"/> CHURCH (LARGE WITH KITCHEN) |
| <input type="checkbox"/> SCHOOL (WITH ABOVE PLUS CAFETERIA) | <input type="checkbox"/> RESTAURANT |
| <input type="checkbox"/> SCHOOL (WITH ABOVE PLUS CAFETERIA & SHOWERS) | <input type="checkbox"/> CLUBHOUSE |
| <input type="checkbox"/> MARINAS (WITH WATER TAPS) # SLIPS _____ | |

PLEASE IDENTIFY THE TYPES OF FIXTURES PROPOSED IN THE BUILDING:

TYPE OF FIXTURE	# OF FIXTURES
<input type="checkbox"/> SHOWERS	
<input type="checkbox"/> BATHS	
<input type="checkbox"/> LAVATORIES	
<input type="checkbox"/> TOILETS	
<input type="checkbox"/> URINALS	
<input type="checkbox"/> SINKS	
<input type="checkbox"/> WASHING MACHINE	

I attest, under penalty of perjury, under the laws of the City of Annapolis, that the above information is true and accurate to the best of my knowledge.

Signature

Date